



CITY OF OAKLAND

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OFFICE OF THE CITY CLERK
OAKLAND

2017 FEB 16 PM 7:26

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Ian Appleyard
HRM Director

SUBJECT: Amendment to Ordinance No. 12187
C.M.S. (The Salary Ordinance)

DATE: February 6, 2017

City Administrator Approval

Date:

2/16/17

RECOMMENDATION

Staff Recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add the Full-Time Classification of Head Start ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) and Data Program Coordinator; To Add the Part-Time Classification of Fireboat Attendant, PT; To Add the Full-Time and Permanent Part-Time Classifications of US&R (Urban Search and Rescue) Warehouse And Logistics Specialist; To Add the Full-Time Classification of Van Driver; To Amend the Title of Head Start Nutrition Coordinator to Head Start Health and Nutrition Coordinator; To Adjust the Representation Unit of the Classification of Energy Engineer III; and Delete the Full-Time Classifications of Zoo Keeper and Zoo Keeper III.

EXECUTIVE SUMMARY

Adoption of the proposed ordinance is routine maintenance to ensure accuracy of the City's classification plan and Salary Schedule.

If City Council does not take the recommended action, several necessary classifications will not be created or amended and could hinder the City's ability to recruit well for certain positions and would retain titles that are no longer relevant. As part of routine maintenance, it is also necessary to ensure that salary and bargaining unit information related to specific titles are accurate and appropriately aligned within the classification system.

BACKGROUND / LEGISLATIVE HISTORY

The Salary Ordinance (Ordinance No. 12187 C.M.S.) establishes salaries as well as other terms and conditions of City employment including the classification titles and bargaining unit designation of positions. The Ordinance is amended from time to time to accommodate the City's evolving classification needs. Pursuant to the Personnel Manual (Civil Service Rules), Section 3.04, components of the City's Classification Plan shall be administered and maintained by the Personnel Director with the approval of the Civil Service Board.

Item: _____
Finance & Management Committee
February 28, 2017

As applicable regulations or departmental operations change, staff in the Human Resources Management Department (HRM) periodically consults with departments regarding classification needs. Many such changes require HRM to initiate an amendment to the Salary Ordinance to add, amend, or delete certain classifications. The proposed Salary Ordinance Amendment accompanying this report is comprised of various routine actions to correct and amend the salary schedule.

ANALYSIS AND POLICY ALTERNATIVES

As stated above, the proposed action is recommended to update the Salary Schedule of the Salary Ordinance to align it with other actions that are in progress, to modify existing classification titles, and to delete obsolete classifications. In cases in which union involvement was required, the appropriate notification and/or discussions occurred with the applicable unions (title changes, salary modification, and deletion of the museum classifications).

New Classifications – Several new classifications are being proposed as amendments to the City's Classification Plan. For the Human Services positions [Head Start ERSEA (Enrollment, Recruitment, Selection, Eligibility, and Attendance) and Data Program Coordinator], operations have changed as part of the grant award process and the department now requires a position that is dedicated to enrollment, recruitment, selection, eligibility and attendance in addition to complying with rigorous reporting requirements. For the Oakland Fire Department positions [Fireboat Attendant, PT, and the full-time and permanent part-time US&R (Urban Search and Rescue) Warehouse and Logistics Specialist], new classifications are being created to capture and define work that has previously been performed by temporary contract services employees (TCSEs) that includes on-going specialized services in support of fireboat operations and US&R warehouse and logistics operations. For the Oakland Parks and Recreation position (Van Driver), the new classification is being established as part of the City's agreement with the Service Employees International Union (SEIU, Local 1021) to convert certain part-time positions to full-time positions.

For the classifications listed above, discussions occurred between City staff and union representatives from applicable unions including Local 1021 and the International Federation of Professional and Technical Employees (IFPTE, Local 21). The unions do not object to the new classifications. Staff obtained approval for the establishment of the new classifications of Head Start ERSEA and Data Program Coordinator and Fireboat Attendant, PT, at the Civil Service Board meeting on December 8, 2016. Staff expects to obtain approval for the establishment of the full-time and permanent part-time US&R Warehouse and Logistics Specialist at the Civil Service Board meeting on February 16, 2017. Staff previously obtained approval for the establishment of the Van Driver classification when the part-time equivalent classification was approved by the Civil Service Board at the February 9, 2012, meeting.

Classification Title Changes – One classification requires a title change, which will ensure that the assigned duties better reflect the work and functional responsibilities. The Head Start Nutrition Coordinator classification will be re-titled to Head Start Health and Nutrition Coordinator to better reflect trends in the industry and ensure compliance with the federal grant award. Discussions occurred between City staff and union representatives from Local 21 and the union does not object to the title change.

Staff obtained approval for revision of this classification, including the title change, at the Civil Service Board meeting on December 8, 2016.

Bargaining Unit Representation Changes – The bargaining unit of the classification of Energy Engineer III is being reallocated from TF1 to TM2; this action is consistent with the City's Employee-Employer Relations Resolution 55881 C.M.S. (EERR) under the authority of the Employee Relations Officer. The duties more appropriately align with classifications in the TM2 bargaining unit due to a shared community of interest including scope and breadth of authority, supervisory/reporting relationships, wages, hours, and working conditions. Discussions occurred between City staff and Local 21 union representatives and the union does not object to the change in representation unit.

Classification Deletions - The City's Classification Plan is dynamic and can be affected by a variety of forces. Classifications can become obsolete as operations change. In this case, the City no longer performs any operations related to the Oakland Zoo. The classifications associated with the City's former operations at the zoo are no longer necessary in the City's classification plan. Those titles include Zoo Keeper and Zoo Keeper III. Applicable union representatives were informed of the City's intent to abolish these outdated classifications for which there are no incumbents and the classifications have not been budgeted for many years.

FISCAL IMPACT

Adoption of the proposed Salary Ordinance Amendment does not require a change in the overall allocations for any of the affected departments. For new classifications, placeholder positions were added to the budget as part of the FY 2015-2017 budget cycle. Once the correct titles are established, the placeholder positions will be converted to positions with the new titles. All other changes are budget neutral and do not affect staffing or budget allocation.

PUBLIC OUTREACH / INTEREST

No public outreach was required other than the required posting on the City's website.

COORDINATION

HRM Department coordinated with departments regarding the proposed modifications. When necessary, Employee Relations was also involved. Representative unions were formally notified of the proposed legislation because the related actions are subject to mandatory bargaining regulations. Discussions took place and there were no objections raised by the representative unions.

Additionally, the preparation of this report was coordinated with HRM, City Attorney's Office, Controller's Bureau, and the City Administrator's Office.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report.

Environmental: There are no environmental opportunities associated with this report.

Social Equity: There are no social equity opportunities associated with this report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends that the City Council Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add the Full-Time Classification of Head Start ERSEA And Data Program Coordinator; To Add the Part-Time Classification of Fireboat Attendant, PT; To Add the Full-Time and Permanent Part-Time Classifications of US&R Warehouse And Logistics Specialist; To Add the Full-Time Classification of Van Driver; To Amend the Title of Head Start Nutrition Coordinator to Head Start Health and Nutrition Coordinator; To Adjust the Representation Unit of the Classification of Energy Engineer III; and Delete the Full-Time Classifications of Zoo Keeper and Zoo Keeper III.

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

Respectfully submitted,



IAN APPEYARD

Director, Human Resources Management

Reviewed by: Kip Walsh
Human Resources Manager
Recruitment & Classification Division

Prepared by: Jaime Pritchett
Principal Human Resource Analyst

INTRODUCED BY COUNCIL MEMBER _____
2017 FEB 16 PM 7:26


CITY ATTORNEY

OAKLAND CITY COUNCIL

ORDINANCE No. _____ C.M.S.

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE FULL-TIME CLASSIFICATION OF HEAD START ERSEA AND DATA PROGRAM COORDINATOR; TO ADD THE PART-TIME CLASSIFICATION OF FIREBOAT ATTENDANT, PT; TO ADD THE FULL-TIME AND PERMANENT PART-TIME CLASSIFICATIONS OF US&R WAREHOUSE AND LOGISTICS SPECIALIST; TO ADD THE FULL-TIME CLASSIFICATION OF VAN DRIVER; TO AMEND THE TITLE OF HEAD START NUTRITION COORDINATOR TO HEAD START HEALTH AND NUTRITION COORDINATOR; TO ADJUST THE REPRESENTATION UNIT OF THE CLASSIFICATION OF ENERGY ENGINEER III; AND TO DELETE THE FULL-TIME CLASSIFICATIONS OF ZOO KEEPER AND ZOO KEEPER III

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 12187 C.M.S. "The Salary Ordinance" is hereby amended upon passage unless otherwise specified in individual sections. Additions are indicated by underscoring and deletions are indicated by ~~strike-through type~~; portions of ordinances not cited or not shown in underscoring or strike-through type are not changed.

Section 2. Effective as of January 14, 2017, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit TW1.75.005 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Head Start ERSEA And Data Program Coordinator</u>	PP180	<u>Step 1</u>	<u>4724.35</u>
		<u>Step 2</u>	<u>4972.92</u>
		<u>Step 3</u>	<u>5235.21</u>
		<u>Step 4</u>	<u>5509.70</u>
		<u>Step 5</u>	<u>5800.97</u>

Section 3. Effective as of February 11, 2017, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SI1.80.XXX Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Fireboat Attendant, PT</u>	<u>PS200</u>	<u>Step 1</u>	<u>28.87</u>
		<u>Step 2</u>	<u>30.39</u>
		<u>Step 3</u>	<u>31.99</u>
		<u>Step 4</u>	<u>33.68</u>
		<u>Step 5</u>	<u>35.45</u>

Section 4. Effective as of January 14, 2017, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SB1.80.011 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>US&R Warehouse And Logistics Specialist</u>	<u>PS201</u>	<u>Step 1</u>	<u>28.87</u>
		<u>Step 2</u>	<u>30.39</u>
		<u>Step 3</u>	<u>31.99</u>
		<u>Step 4</u>	<u>33.68</u>
		<u>Step 5</u>	<u>35.45</u>

Section 5. Effective as of February 11, 2017, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SB1.80.011 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>US&R Warehouse And Logistics Specialist, PPT</u>	<u>PS202</u>	<u>Step 1</u>	<u>28.87</u>
		<u>Step 2</u>	<u>30.39</u>
		<u>Step 3</u>	<u>31.99</u>
		<u>Step 4</u>	<u>33.68</u>
		<u>Step 5</u>	<u>35.45</u>

Section 6. Effective as of January 14, 2017, the following classification is added in Ordinance No. 12187 C.M.S. in the Unit SC1.80.059 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Van Driver</u>	<u>TR212</u>	<u>Step 1</u>	<u>15.12</u>
		<u>Step 2</u>	<u>15.91</u>
		<u>Step 3</u>	<u>16.73</u>
		<u>Step 4</u>	<u>17.61</u>
		<u>Step 5</u>	<u>18.54</u>

Section 7. Effective as of January 14, 2017, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit TW1.75.005 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
<u>Head Start Health And Nutrition</u>	SC159	Step 1	4724.35
<u>Coordinator</u>		Step 2	4972.92
Head Start Nutrition Coordinator		Step 3	5235.21
		Step 4	5509.70
		Step 5	5800.97

Section 8. Effective as of March 25, 2017, the following classification is amended in Ordinance No. 12187 C.M.S. in the Unit ~~TF1.75.013~~ TM2.75.001 Pay Grade Table to read as follows:

Classification Title	Class No.	Step	Salary
Energy Engineer III	TR133	Step 1	9443.37 <u>9443.39</u>
		Step 2	9941.27 9941.27
		Step 3	10463.39 <u>10463.38</u>
		Step 4	11014.60 <u>11014.59</u>
		Step 5	11594.91 11594.91

Section 9. Effective upon passage, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit SC1.80.008 Pay Grade Table to read as follows:

Classification Title	Class No.	Rate	Salary
Zoo-Keeper	TR193	Step 1	20.61
		Step 2	21.70
		Step 3	22.83
		Step 4	24.03
		Step 5	25.30

Section 10. Effective upon passage, the following classification is to be deleted in Ordinance No. 12187 C.M.S. in the Unit UH1.80.003 Pay Grade Table to read as follows:

Classification Title	Class No.	Rate	Salary
Zoo-Keeper III	TR194	Step 1	4283.64
		Step 2	4509.33
		Step 3	4745.70
		Step 4	4995.80
		Step 5	5259.61

Section 11. Pursuant to City of Oakland Charter Section 216, this ordinance shall become effective immediately on final adoption if it receives six (6) or more affirmative votes; or, if it receives five (5) affirmative votes, it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA, _____ 2017

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN,
AND PRESIDENT REID

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California

DATE OF ATTESTATION: _____

ORDINANCE AMENDING THE SALARY SCHEDULE OF ORDINANCE NO. 12187 C.M.S. ("SALARY ORDINANCE") TO ADD THE FULL-TIME CLASSIFICATION OF HEAD START ERSEA AND DATA PROGRAM COORDINATOR; TO ADD THE PART-TIME CLASSIFICATION OF FIREBOAT ATTENDANT, PT; TO ADD THE FULL-TIME AND PERMANENT PART-TIME CLASSIFICATIONS OF US&R WAREHOUSE AND LOGISTICS SPECIALIST; TO ADD THE FULL-TIME CLASSIFICATION OF VAN DRIVER; TO AMEND THE TITLE OF HEAD START NUTRITION COORDINATOR TO HEAD START HEALTH AND NUTRITION COORDINATOR; TO ADJUST THE REPRESENTATION UNIT OF THE CLASSIFICATION OF ENERGY ENGINEER III; AND DELETE THE FULL-TIME CLASSIFICATIONS OF ZOO KEEPER AND ZOO KEEPER III

DIGEST

Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add the Full-Time Classification of Head Start ERSEA And Data Program Coordinator; To Add the Part-Time Classification of Fireboat Attendant, PT; To Add the Full-Time and Permanent Part-Time Classifications of US&R Warehouse And Logistics Specialist; To Add the Full-Time Classification of Van Driver; To Amend the Title of Head Start Nutrition Coordinator to Head Start Health and Nutrition Coordinator; To Adjust the Representation Unit of the Classification of Energy Engineer III; and Delete the Full-Time Classifications of Zoo Keeper and Zoo Keeper III